

## OK-ACRL Meeting Minutes – September 28, 2017

Attendees: Karl Siewert, Melissa Kunz, Jenn Donner, Emrys Moreau, Cinthya Ippoliti, Scott Murray, Sarah Clarke, Beth Jones, Megan McDonald

1. Call to order
  - a. Karl called the meeting to order at 2:33pm.
2. Approve minutes from August 2017
  - a. Motion to accept from Sarah, seconded by Beth. Motion passed.
3. Reports
  - a. Banner (Emrys)
    - i. Emrys has the new credit card and will place the order in the next few days.
  - b. Treasurer (Emrys)
    - i. UPS mailbox renewal is coming up—question of whether we should go for 6 months or a full year. Would save us \$60 if we renewed for a full year. Beth proposes a full year, Karl agrees. Emrys will renew this weekend.
    - ii. Two cards have been closed, Emrys has changed the card. The new Paypal account is fully set up and ready to go for non-profit status and Paypal Here for mobile payments.
    - iii. Jenn moves to accept; Scott seconds. Motion passed.
  - c. COIL (Cinthya)
    - i. Oct. 13 is the date of upcoming Fall meeting, will be at UCO. Not a formal agenda, but a discussion about instruction issues, along with conversation about summer program. Will have elections in November. Meetings will ramp down as the year closes out.
4. Old business
  - a. Conference
    - i. Speaker (Hotel – Karl and Emrys)
      1. Credit card couldn't be updated and a hotel rep told Emrys "not to worry" about payment, which seems odd. Discussion from Karl about whether this is unusual, and the fact that we can present the new card when the speaker is ready to check in. Karl and Emrys will be the ones providing verification during that check-in process.
    - ii. Presenters
      1. Schedule (Beth)
        - a. Tentative schedule has been put together, speaker can be granted more time as necessary.
        - b. Some discussion about shaving time off lunch and the speaker's schedule to let attendees out a bit earlier.
        - c. Block 1 – Oklahoma and Texas, Block 2 – Oklahoma and Texas, Block 3 – ILL panel and Sarah, Block 4 is removed and we'll wrap up so people can drive home.
      2. ILL Presentation/Panel (Emrys)
        - a. Emrys got an email from Kate Corbett at Langston, who said she was bringing up this issue b/c she was unsure where else to take it. Corvette says that libraries won't ILL out ebooks or ejournals, and it's becoming an issue. Wanted to know if we could do a

presentation or round table discussion on this at conference.  
Another possibility is a Slack channel for Oklahoma librarians.

3. Final Schedule determinations
  - a. Block 1 – Stewart Brower and Michele Villagrand
  - b. Block 2 – Steven Bales and Lee Webb
  - c. Block 3 – ILL panel and Sarah
4. Discussion of lightning rounds
  - a. Emrys didn't get a response from SLIS students. We are going to drop them from the schedule.
5. Emrys moves to finalize the schedule, Sarah seconds. Motion passes.
- iii. Fees and Catering
  1. Emrys has contacted various places to get quotes on catering. She's also pulled info from the past few years to get a sense for what we've usually spent. Usually fairly pricey. Quotes and menus are in the document labeled Catering Options.pdf.
    - a. Breakfast - Emrys will call Panera to get quotes on a bagel tray for breakfast. Breakfast discussion tabled for now.
    - b. Lunch – Elote it is. Beth moves that we use Elote and use the Dropbox service, and Karl seconds. Emrys will look into adding a group salad. Motion passes.
  2. Going to keep conference fees at \$65. With 45 in attendance, that yields \$2,925. With 5 presenters and a panel of at least 4-5 people, that drops to 35, which changes to \$2,275. Students are usually charged only \$25, which would change the numbers further.
  3. Estimated charges are \$1,620, but do not include door prize costs at the moment.
- iv. Advertising and promotions
  1. Need to drum up registrations. Warrants further research.
- v. Vendors (Beth)
  1. None so far.
- vi. Door Prizes
  1. Trying to keep prices low. Emrys suggests gift cards. Amazon seems like the lead contender.
- b. Elections
  - i. Beth will be taking nominations. Emrys will serve out the remainder of her term as Treasurer. Chair Elect, Secretary, and Member At Large positions will be open.
- c. Webinar
  - i. Plan for spring, multiple regional locations for logins.
5. New business
  - a. Additional phishing attempts
    - i. Be careful, keep an eye out, and VERIFY.
6. Announcements
7. Next meeting – October
  - a. Doodle poll to go out, expectation is that next meeting will be early in October to prep for conference.
8. Adjourn
  - a. Karl adjourned the meeting at 3:45pm.

